



## **Law Enforcement Terrorism Prevention Program (LETPP) FY 2006 Guidelines**

The Law Enforcement Terrorism Prevention Program (LETPP) grant provides federal funds to assist state and local law enforcement agencies in their endeavor to prevent and respond to potential acts of terrorism. As Virginia's Criminal Justice Planning Agency, the Department of Criminal Justice Services (DCJS), is designated the administering agency for making these funds available to law enforcement through state and local units of government. Funding for the Law Enforcement Terrorism Prevention Program comes from the Department of Homeland Security (DHS) and through the Virginia Department of Emergency Management (VDEM).

The Law Enforcement Terrorism Prevention Program provides funding assistance to law enforcement agencies to enable their capabilities for detecting deterring, disrupting and preventing acts of terrorism. Awards are designed to provide assistance to all state law enforcement agencies, police departments, and sheriffs' offices within county or city boundaries including all incorporated or unincorporated towns, regardless of whether or not they have primary law enforcement responsibilities.

LETPP 2006 funds may be used for the purchasing of equipment to support any of the six activities listed:

- 1. Develop Regional Emergency Response Team/Workgroups (RERT/W)**
- 2. Purchasing Personal Protection Equipment for Law Enforcement Officers**
- 3. Establishing and Equipping Computer Evidence Recovery Units**
- 4. Supporting Tactical Water Operations**
- 5. Acquiring Explosive Detection Canines; and /or**
- 6. Establishing Night Operations for Aviation Units**

## **I. Funding Allocation**

The 2006 Homeland Security Grant Program is intended to support existing security endeavors throughout the state. The funds will be utilized to increase readiness and establish a higher level of preparedness. Grant funds are awarded to the localities listed below in the amounts delineated under each equipment purchase. Localities awarded multiple program funds must spend according to the equipment list. Localities are not authorized to change or exchange equipment within categories without providing written spending justification and receiving approval from DCJS prior to making purchase. Funds not allocated at the end of the grant period must be returned to DCJS. There are no matching requirements for this program.

## **II. Grant Award Programs**

### **A. Computer Evidence Recovery Unit Program**

The following localities are awarded **\$25,000.00** each for the purchasing of equipment to support their existing Computer Evidence Recovery Units. LETPP funds can be utilized to purchase equipment that supports the following:

- ❑ Forensic Recovery of Evidence Device (FRED), support equipment, software, server, Uninterrupted Power Source equipment (UPS), encase forensic software, laser printer, UltraBlock kits, notebook computers, receiver site antennas, and digital recorder.

Localities awarded funds:

- ❑ Arlington County, Police Department
- ❑ Campbell County, Sheriff's Office
- ❑ Chesterfield County, Police Department
- ❑ Fairfax County, Police Department
- ❑ City of Hampton, Police Department
- ❑ Henrico County, Police Department
- ❑ City of Norfolk, Police Department

- ❑ City of Richmond, Police Department
- ❑ Stafford County, Sheriff's Office
- ❑ City of Virginia Beach, Police Department

## **B. Tactical Water Operations Units**

The localities listed below are awarded **\$12,000.00** each to enhance readiness and reactionary capabilities in support of their existing Tactical Water Operations Units.

LETPP funds can be utilized to purchase equipment that supports the following:

- ❑ Zodiac Boat, Wet suits, Hoods, Gloves, Boots, BCD (Breathing Containment Device), Regulator, and Octopus.

Localities awarded funds:

- ❑ Fairfax County, Police Department
- ❑ City of Hampton, Police Department
- ❑ City of Norfolk, Police Department
- ❑ Rockingham County, Sheriff's Office
- ❑ City of Virginia Beach, Police Department

## **C. Night Operations for Aviation Units**

The localities listed below are awarded **\$250,000.00** per locality to purchase equipment in support of their existing Aviation Units.

- ❑ FLIR FSI 8500 FW w/Laser Pointer, SLASS for search light, Spectrolab SX 5, Monitor and mounts for tactical flight officer, and Video recording systems.

Localities awarded funds:

- ❑ City of Virginia Beach, Police Department
- ❑ Fairfax County, Police Department
- ❑ Chesterfield County, Police Department

### **III. Grant procedures and process**

This award process was designed in an attempt to streamline the grant approval process and allocate funds more quickly. **In order to receive funding; you must complete all of the following procedures:**

**NOTE: All required forms may be downloaded from links on page 8, unless stipulated.**

- ❑ Sign and submit to DCJS the Statement of Grant Acceptance (SOGA) award form indicating compliance with funding terms and conditions of the grant (form to be mailed.)
- ❑ Provide an Initial Strategy Procurement Form (ISPF) requesting authorization for equipment expenditure.
- ❑ Obtain written approval from DCJS prior to making purchase of equipment.
- ❑ Complete the 2006 Drawdown Certification List. You may **only** request, and purchase items listed under your locality award program. To request funding for any equipment not listed under your program award contact grant monitor for review. The item must be listed as an authorized item on the National Memorial Institute for the Prevention of Terrorism (MIPT) website <http://www2.rkb.mipt.org/> and authorized under the FY2005 Authorized Equipment List (AEL). Substitute items must fall within program category for authorization
- ❑ Provide DCJS with Purchase Orders along with Drawdown Certification List for reimbursement, 120 days prior to receipt of item.

- ❑ Submit Pay Account sheet with a copy of final pay vouchers, checks, credit card receipts indicating payment received in full.
- ❑ Return any unspent funds to DCJS by 31 March 2008.
- ❑ Sign and submit to DCJS a memo for the file stating that the recipient has certified successful compliance with the FY 2006 National Incident Management System requirements to the Virginia Department of Emergency Management.

#### **A. Submit Award Forms**

Review the award package and Statement of Grant Award. If you agree to the terms and conditions stated in the award package, sign and date the award document and return to DCJS by **August 1, 2007**. After submitting signed acceptance of award, please review and complete the forms, spreadsheets and activities listed in the following sections.

#### **B. Initial Strategy and Procurement Form (ISPF)**

Provide a copy of the Initial Strategy and Procurement Form pages 1 and 2. Complete these forms (per instructions below) and submit prior to any purchase agreements with vendors. The ISPF is used to request authorization for equipment selection. Review equipment on the Responder Knowledge Base for authorization listing on the AEL. Submit the ISPF to DCJS for approval. Complete pages 1 and 2 as listed below. Each item you intend to purchase should be checked for authorization utilizing the National Memorial Institute for Preventing Terrorism website. In order to gain access to the **MIPT** website at <http://www2.rkb.mipt.org/>, you will need to establish a login password. You may obtain temporary entry by entering the site as a “guest.” Once you are granted temporary entry into the website, locate the Authorized Equipment List (AEL) at the top of the page. The AEL listing has multiple grant programs listed for other agencies such as fire and medical; remove the check marks from all funding streams except the LETPP and customize the website. Locate your requested item under the appropriate category. If then item is an authorized LETPP expenditure, it must be listed on the AEL. Any item not authorized by the AEL listing must have written approval by DCJS prior to purchasing.

Please complete the ISPF by **30 August 2007** and submit by mail to: DCJS 202 North Ninth St., Richmond, VA 23219 ATTN: Shelia Anderson, or electronically with scanned signatures and documentation to [shelia.anderson@dcjs.virginia.gov](mailto:shelia.anderson@dcjs.virginia.gov)

**C. Directions for completing page 1 of the ISPF**

Item 1: **Legal Agency Name:** List the legal name of the agency listed in the award package.

Item 2: **Legal Jurisdiction Name:** If applicable, list the name of the town receiving equipment or items that will be purchased with this award. Please complete a separate form for each jurisdiction participating in this award.

Items 3-4: **Coordinator Identification:** Identify the grant coordinator or person preparing the document and list the contact information for that person.

Item 5: **Project Detail** The Project Detail identifies the title of your project. List the project you were awarded funds under. (Examples; Aviation Tactical Unit support)

Item 6: **Solution Area:** The solution area identifies the approach you will take to better secure your community against the threat of terrorism. Check the box that designates your grant award type. If you are granted multiple awards, select each program area that applies to your locality.

**D. Page 2 of the ISPF**

The second page of the ISPF identifies the equipment you are requesting to purchase under the Law Enforcement Terrorism Prevention Program. For each equipment item listed, you must identify if the program is Aviation Unit (**AU**), Canine Unit (**CU**), Evidence Recovery Unit (**ER**), Tactical Water Unit (**TW**), or Other category. Use the abbreviation associated with the item and list each equipment purchase sequentially. In the remaining columns, provide a description of the items you intend to purchase, describe the item by model type or function, provide the estimated cost of items, list cost

per unit, number of units and total cost. The cost figures are estimates of purchase. You will be required to provide actual expenditure vouchers to validate expenses.

#### **E. Drawdown Certification List**

The Drawdown Certification List (**DCL**) is submitted to request reimbursement funds previously approved on your ISPF. Provide copies of purchase orders along with a signed copy of the DCL. The DCL must be signed by either the Project Director or Financial Officer. **Do not request funds prior to 120 days of expenditure/disbursement.** You may request total grant award or partial award. If you need to make an equipment item change submit a written request along with a revised **DCL** form.

The draw down periods for requesting funds are:

1. September 1, 2007
2. November 1, 2007
3. January 5, 2008
4. March 1, 2008 (this is the final drawdown)

#### **F. Pay Account Sheet**

The Pay Account Sheet (PAS) is utilized to finalize all expenditures of equipment purchased. This form is to be submitted once all reimbursements have been completed or at the closing of the grant, 31 March 2008. Each equipment item listed must have a payment voucher, credit card payment receipt or paid in full receipt attached to be considered as closed.

#### **G. Decline of Award**

If you do not wish to accept this award, or comply with the terms and conditions of the award, submit a letter in writing indicating that you wish to decline the award to the attention of Janice Waddy, Department of Criminal Justice Services, Grants Administration 202 North Ninth Street, Richmond, VA 23219.

## **Questions and Technical Assistance**

- For questions regarding the acceptance or decline of this award, contact Janice Waddy, Grant Administrator at (804) 784-4011 or e-mail her at [janice.waddy@dcjs.virginia.gov](mailto:janice.waddy@dcjs.virginia.gov)
- **For questions regarding grant management** contact Shelia Anderson (804) 786-9469 or email her at [shelia.anderson@dcjs.virginia.gov](mailto:shelia.anderson@dcjs.virginia.gov)

## **Links to Forms and Documents**

### FORMS

Statement of Grant Acceptance (SOGA) Form: This form will be mailed to you for your signature.

Initial Strategy and Procurement Form

Page 1: [ISPF PG-1](#)

Page 2: [ISPF PG-2](#)

Drawdown Certification List Form

Sample DCL Form: [DCL Sample](#)

DCL Form: [DCL](#)

Pay Accounting Sheet (PAS) Form: [PAS](#)

### DOCUMENTS

National Memorial Institute for the Prevention of Terrorism

<http://www2rkb.mipt.org/>